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# Applying for Vehicle Titles and License Plates:

## Guidelines for New Illinois Residents

ILLINOIS DOCUMENTS  
OCT 17 1994  
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STATE OF ILLINOIS CERTIFICATE OF TITLE OF A VEHICLE						
VEHICLE IDENTIFICATION NO.	YEAR	MAKE	DOCUMENT NO.			
164A86952BW180027	91	BUICK	50789			
MODEL	BODY STYLE	NO. CYL	HP/CFM	PURCHASED DATE	PURCHASED	
SKYLARK	4D SEDAN	4	25.6	01/02/92	USED	
TITLE NO.	ISSUE DATE	PREVIOUS TITLE NO.		TYPE OF TITLE		
9876543	01/06/92	89876543		ORIGINAL		
MAILING ADDRESS BISKEL LOAN AGENCY 600 W CENTENNIAL ST SPRINGFIELD IL 62706						
SAMPLE OWNER'S NAME AND ADDRESS	SAMPLE	SAMPLE	LEGEND(S) ACTUAL MILEAGE			
JOHN Q. PUBLIC RR 1 FARMERSVILLE IL 62533						
FIRST LIENHOLDER'S NAME AND ADDRESS BISKEL LOAN AGENCY 600 W CENTENNIAL ST SPRINGFIELD IL 62706						
SECOND LIENHOLDER'S NAME AND ADDRESS						
SAMPLE	SAMPLE	SAMPLE	SAMPLE	** REBUILT **		
RELEASE OF THE VEHICLE IS IN THE OWNER'S POSSESSION SAMPLE SAMPLE SAMPLE SAMPLE						
UNIVERSITY OF ILLINOIS-URBANA						
						
3 0112 116650208						

George H. Ryan  
Secretary of State

# Providing Services for New Residents



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## Completing the Application

Fill out an Application for Vehicle Title and Registration (form VSD-190). All items must be completed accurately for speedy processing. Documents must be provided to confirm this information.

1. Name and address of the owner.
2. The odometer reading (no tenths) as it appears on the vehicle odometer. Mark one of the three boxes: the odometer reading represents the actual number of miles the vehicle has been driven; the odometer reading does not represent the actual number of miles the vehicle has been driven; or the odometer has rolled over.
3. A description of the vehicle, including year, make, model, identifying number, body type, number of cylinders, date of purchase and whether new or used.
4. Names and addresses of any lienholders in the order of their priority.

If there is an outstanding loan and the title is being held by an out-of-state lienholder, a copy of either the title, Certificate of Origin, out-of-state registration, or Bill of Sale; and a copy of the loan agreement must be submitted in lieu of the title. You may call the Mail-In Title Audit Section (217) 782-6983 or 524-1538 for further details if necessary.

5. **DOCUMENTS:** The application must be accompanied by a certificate of title issued by the other state, or other proof of ownership acceptable to the Illinois Secretary of State's office.

If there is an outstanding loan and the title is being held by an out-of-state lienholder, a copy of the loan agreement and other proof of ownership must be submitted in lieu of the title.

### ADDITIONAL DOCUMENTS:

Some registration categories require:

- Proof of financial responsibility
- Proof of vehicle inspection certification
- Proof of handicap status
- Proof of disabled veteran status
- Proof of ex-POW status
- Proof of Congressional Medal of Honor recipient status
- National Guard status
- Amateur radio number designation and license

APPLICATION FOR VEHICLE TITLE AND REGISTRATION

PLEASE TYPE OR PRINT CLEARLY

OFFICE USE ONLY

CHECK ONE		3 PLATES	4 SICKLE	5 TRANSFER OF TITLE	6 SPECIFY	7 CURRENT & PLATE NO.	8 YEAR	9 PLATE TYPE REQUESTED	10 EXPIRATION YEAR	
		<input checked="" type="checkbox"/> PLATES ON	<input type="checkbox"/> SICKLE ON	<input type="checkbox"/> TRANSFER OF TITLE	<input type="checkbox"/> SPECIFY	1985 - T-1R	1993			
		<input type="checkbox"/> TITLE TRANSFER OF TITLE	<input type="checkbox"/> CORRECTED REGISTRATION DATA	<input type="checkbox"/> DUPLICATE EXPIRATION DATE						
OWNER INFORMATION		11 OWNER'S & DRIVERS LICENSE NO.	12 DATE OF BIRTH	13 SEX	14 OWNER'S NAME	15 FIRST	16 MIDDLE	17 LAST		
		B334-5886-0853	3/1960	M	Mark	T.	Brown			
		10 RESIDENCE BUSINESS ADDRESS		11 CITY		202 Vine Ave.				
		HENDERSON		CITY		Mill Lane IL 62254				
VEHICLE INFORMATION		11 VEHICLE IDENTIFICATION NUMBER	12 VEHICLE IDENTIFICATION NUMBER	13 VEHICLE	14 MODEL	15 BODY TYPE	16 PLATES	17 BODY STYLE	18 FOR OWNER'S USE	
		87059	2F5CTMC4ZT1134290	89	Chev.	Cavalier	2 dr CP			
		19 PURCHASE DATE	20 DATE OF VEHICLE	21 MODEL	22 PLATES	23 PLATES	24 PLATES	25 PLATES	26 PLATES	
		1/19/92	USED	1992	NO AXLES					
		MONTH DAY YEAR	27 VEHICLE IDENTIFICATION NUMBER	28 VEHICLE IDENTIFICATION NUMBER	29 VEHICLE IDENTIFICATION NUMBER	30 VEHICLE IDENTIFICATION NUMBER	31 VEHICLE IDENTIFICATION NUMBER	32 VEHICLE IDENTIFICATION NUMBER	33 VEHICLE IDENTIFICATION NUMBER	
		T55431 STATE MO								
LIENHOLDER		34 DATE OF TITLE NUMBER AND STATE OF ISSUANCE	35 DATE OF TITLE NUMBER AND STATE OF ISSUANCE	36 DATE OF TITLE NUMBER AND STATE OF ISSUANCE	37 DATE OF TITLE NUMBER AND STATE OF ISSUANCE	38 DATE OF TITLE NUMBER AND STATE OF ISSUANCE	39 DATE OF TITLE NUMBER AND STATE OF ISSUANCE	40 DATE OF TITLE NUMBER AND STATE OF ISSUANCE	41 DATE OF TITLE NUMBER AND STATE OF ISSUANCE	
		NAME	NAME	NAME	NAME	NAME	NAME	NAME	NAME	
		STREET	STREET	STREET	STREET	STREET	STREET	STREET	STREET	
		CITY	CITY	CITY	CITY	CITY	CITY	CITY	CITY	
		STATE	STATE	STATE	STATE	STATE	STATE	STATE	STATE	
TRANSFER		42 VEHICLE IDENTIFICATION NUMBER	43 VEHICLE IDENTIFICATION NUMBER	44 VEHICLE IDENTIFICATION NUMBER	45 VEHICLE IDENTIFICATION NUMBER	46 VEHICLE IDENTIFICATION NUMBER	47 VEHICLE IDENTIFICATION NUMBER	48 VEHICLE IDENTIFICATION NUMBER	49 VEHICLE IDENTIFICATION NUMBER	
		GROSS WEIGHTING CC	50 DISPOSITION OF PREVIOUS VEHICLE	51 SOLD	52 SALVAGED	53 STOLEN	54 JACKETED	55 STORED	56 DATE OF DISPOSITION	57 OFFICE USE ONLY
OTHER		58 FROM WHOM DO YOU BUY?	59 PURCHASED FROM DEALER, DEALER MUST SIGN AND DATE DEALER NUMBER	60 DEALER NUMBER	61 DEALER NUMBER	62 DEALER NUMBER	63 DEALER NUMBER	64 DEALER NUMBER	65 DEALER NUMBER	66 DEALER NUMBER
		NAME	NAME	NAME	NAME	NAME	NAME	NAME	NAME	NAME
		ADDRESS	Hillview, MO	ADDRESS	ADDRESS	ADDRESS	ADDRESS	ADDRESS	ADDRESS	ADDRESS
		67 I HEREBY affirm the information provided is true and correct and, when applicable, will abide by the Mandatory Insurance Law requiring liability insurance throughout the registration period if applying for title for a motor vehicle nine years old or newer. I/we also acknowledge awareness of the odometer reading made by the seller.								
		68 ARE YOUR PLATES FROM ANOTHER STATE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> I/WE ACKNOWLEDGE THE STATE MOTOR VEHICLE ACT AND I/WE ACKNOWLEDGE THE HAZARDOUS MATERIALS ACT								
		69 (800) 252-8980 DAYTIME TELEPHONE NUMBER								
		70 ADVISORS USE ONLY <input type="checkbox"/> TAX NUMBER								
		1st 2nd 3rd 4th								
		71 REGULATOR AGENCY/DRIVERS FACILITY STAMP NAME HERE ONLY								
		(X301019) 10/92 3 SAM								

### SALES TAX

A properly completed tax form, either RUT-25 (if purchased from a dealer) or RUT-50 (if purchased from an individual) and any applicable tax made payable to the Department of Revenue, must accompany your application to the Secretary of State's office. Vehicles registered in another jurisdiction for three months prior to moving to this state are exempt from Illinois tax, but a tax form must be completed showing exempt status. See actual tax forms for further explanation and contact the Illinois Department of Revenue if necessary - (800) 732-8866 (toll free in Illinois), or (217) 782-3336.

## What Vehicles Must Be Titled and Registered

All vehicles used on Illinois public roads must have title and registration. (See Sec. 5/3-402 of the

Illinois Compiled Statutes, the state law, for exceptions.) **New residents** have 30 days to apply for Illinois title and registration after establishing residence in this state, provided the vehicle is properly registered in another jurisdiction.

If a motorcycle or motor-driven cycle is not properly manufactured or equipped for general highway use as required by law, it is not eligible for registration but will be issued a distinctive certificate of title.

**TITLE ONLY REQUESTS:** A vehicle title, without registration, may be issued only if the vehicle will not be operated on public roads. An application for vehicle title (VSD-330) is required for this purpose and must be submitted with the proper fee.

## **Mailing Information**

Titles showing a lien are mailed to the lienholder while others must be mailed directly to the owner at the residence shown on the title, unless requested otherwise.

## **Fees**

- Title fee ..... \$13

### **ANNUAL LICENSE PLATE FEE FOR:**

- Passenger car ..... \$48
- B-truck ..... 48  
(gross weight 8,000 lbs. or less)
- Motorcycle ..... 30
- Small trailer ..... 14  
(gross weight 3,000 lbs. or less)

### **VANITY LICENSE PLATES**

**(INITIAL FEE IN ADDITION TO  
FEE SHOWN ABOVE):**

- Passenger car ..... \$75
- B-Truck ..... 75
- Motorcycle ..... 40
- Recreational vehicle ..... 75
- Recreational trailer ..... 40
- Antique vehicle ..... 75

There is an annual fee of \$10 in addition to the regular renewal fee for vanity plates each year thereafter. Other registration fees vary according to the gross weight, special use of vehicle, business concern, etc. The fee instrument is to be made payable to the Secretary of State. Do not send cash.

## Where to Apply

Application may be made in person at:

- Most Secretary of State driver services facilities in Illinois
- Customer Service Centers in Springfield:
  - Howlett Building, Second and Edwards
  - 2701 S. Dirksen Parkway
- Any of the branch offices in Chicago:
  - 100 W. Randolph
  - 5401 N. Elston
  - 9901 S. King Drive
  - 5301 W. Lexington

Application also may be mailed to:

Office of the Secretary of State  
Mail-In Title Audit Section  
Second & Edwards  
Springfield, IL 62756

## Renewal Information

All vehicle registrations expire at the end of a month.

As a courtesy to motorists, the Vehicle Services Department mails out registration renewal applications prior to the expiration date. If you do not receive a renewal application, contact this office. **Registrants are responsible for maintaining valid registration.**

Motorists may renew their registration:

- by mail,
- at the Customer Service Centers listed in this publication, or
- through financial institutions (**only** passenger car, B-truck, small trailer and motorcycle).

## Mandatory Vehicle Insurance

All motor vehicles registered and operated in Illinois must be covered by liability insurance—insurance that covers the property damage and/or injuries you may cause others in an accident.

## For More Information

Toll-free (800) 252-8980  
Chicago (312) 793-1020

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